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JOINT INTELLIGENCE STUDY PUBLISHING BOARD
Is Responsible For:
Coordinating, Supervising, Editing, and Promulgating JANIS

SECRETARY
Shall be responsible to the Board for:
1. Preparation of agenda for, and keeping of minutes of, Board meetings.
2. Preparation of official correspondence.
3. Maintenance of files.
4. Receipt and dispatch of all material to and from the Board and the maintenance of a record thereof.
5. The administrative supervision of personnel and equipment.
6. Procurement of office supplies and equipment.
7. Routing of informative matter to personnel concerned.

PLANS AND CONTROL OFFICER
Shall be responsible to the Board for:
1. The preparation of plans for JANIS according to the priority list and all JANIS Memoranda. His responsibility for a JANIS Memorandum ends with the distribution thereof.
2. The presentation to the Board of a weekly progress report, on Tuesday for the previous week, incorporating the reports of the Editor-in-Chief and the Production Officer.
3. The maintenance of the required liaison with the contributing agencies through the Board Members.
4. The maintenance of a production chart, showing scheduled and actual operations by chapter.
5. The presentation to the Board of recommendations and the maintenance of a record of the action taken.

EDITOR-IN-CHIEF
Shall be responsible to the Board for:
1. The presentation of the completed copy, ready to go to the printer, to the production officer. His responsibility begins on his receipt of a JANIS Memorandum inaugurating the JANIS.
2. The presentation of a weekly progress report, on Monday for the previous week, to the Plans & Control Officer.
3. The maintenance of required liaison with the contributing agencies through the Board Members.
4. The maintenance of a record of transmission and reception of all copy to or from the contributing agencies.
5. The maintenance of a current corrected Outline Guide.
6. The preparation of Chapter I and Introductory Material (Foreword, Table of Contents, Index, etc.)

PRODUCTION OFFICER
Shall be responsible to the Board for:
1. The production of JANIS from receipt of completed copy to the printed work and the initial distribution thereof.
2. The presentation of a weekly progress report, on Monday for the previous week, to the Plans and Control Officer.
3. The maintenance of required liaison with the contributing agencies through the Board Members.
4. The maintenance of a record of transmission and reception of all copy, proofs, etc., to and from the printer.

CLERICAL AND STENOGRAPHIC
Shall be responsible to the Secretary for:
1. The establishment and maintenance of the required files and records.
2. Preparation of memoranda, requisitions and other official communications.
3. Assisting in Editorial and Production work as assigned.
4. Performance of all secretarial and stenographic work for J.I.S.P.B. as assigned.

EDITORS
Shall be responsible to the Editor-in-Chief for:
1. The presentation of a specific Outline Guide for an assigned portion of JANIS adapted from the basic outline guide, to fit the character of each new JANIS area.
2. Maintenance of liaison, through the Board Members, with the contributing agencies in order to assist them and coordinate their efforts in the preparation of their assigned portions of JANIS.
3. Editing assigned portions of JANIS for:
a) Arrangement. To insure that the material is in conformity with the outline guide.
b) Accuracy. To insure that JANIS is internally accurate; i.e., that it contains no contradictions or discrepancies.
c) Clarity. To insure that meaning is absolutely clear by simplification of sentence structure and wordage.
d) Brevity. To insure that the full measure of material is presented with a minimum of words.
4. The presentation of recommendations and criticisms for the editorial improvement of JANIS.
5. Preparation of a Brief of a portion of JANIS for incorporation in Chapter I.
6. Preparation of the Table of Contents, Index, etc., as assigned.

PRINTING SPECIALISTS
Shall be responsible to the Production Officer for:
1. Preparation of copy for the printer, completely marked as to typography, layout and design.
2. Proof reading of successive proofs against marked copy for accuracy, typography and design.
3. Preparation of Dummies from corrected galley proof.
4. Checking of printing specifications on proofs to insure efficient production.

ARTISTS
Shall be responsible to the Production Officer for:
1. Preparation of illustrative material for the printer to insure best possible reproduction.
2. Marking of specifications on illustrative material.

DRAFTSMEN
Responsible to the Editor-in-Chief, through the Chief Draftsman, for:
1. Preparation of Maps and Charts, as assigned.

DOCUMENT NO. **3**
NO CHANGE IN CLASS. ☐

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CLASS. CHANGED TO: TS S C
NEXT REVIEW DATE: _____
AUTH: RR 70-2

DATE: **31 JUL 1980** REVIEWER: 018045

1. Check printing spec. and proof
revision for efficient production

Maintain liaison thru the
board with printers-engravers.

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